



Request for Bid (RFB)

Boone County Purchasing
601 E. Walnut, Room 208
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director
Phone: (573) 886-4391 – Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

Bid Data

Bid Number: 17-18MAR03
Commodity Title: **Computer Output to Microfilm Services Term and Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: TUESDAY – March 18, 2003
Time: 1:25 P.M. (Bids received after this time will be returned unopened)
Location / Mail Address: **Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, Room 208
Columbia, MO 65201**
Directions: The Johnson Building is located on the Northeast corner at 6th Street and Walnut Street. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

Bid Opening

Day / Date: TUESDAY – March 18, 2003
Time: 1:30 P.M. C.S.T.
Location / Address: **Boone County Johnson Building Conference Room
601 E. Walnut, Room 213
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
 - 2.0: **Primary Specifications**
 - 3.0: **Response Presentation and Review**
 - 4.0: **Response Form**
- Standard Terms and Conditions**
Exhibit A – Prior Experience
Exhibit B – Example of County Labeling

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department(s) or Office(s) - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.
Designee - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business(s) entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 1) the provisions of the Contract (as it may be amended);
 2) the provisions of the Bid;
 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** - Any Term and Supply Contract resulting from this Bid will have an initial term from date of award through March 31, 2004, and may be automatically renewed for an additional four (4) years unless canceled by either party commencing with execution of Contract (or on another mutually agreeable start date.)
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS AND/OR SERVICES TO BE PROVIDED** – Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for a Term and Supply contract for converting and storage of **Computer Output to Microfilm Services** for records management for the Recorder of Deeds of Boone County – Missouri. The bid amounts specified herein are for fixed price work which includes all prices for equipment, labor and material required to perform the work specified in this Request for Bid.
- 2.1.1. **Background Information** – Boone County is situated in Central Missouri and includes nine communities: six cities and three towns. The County has a population of approximately 132,000 and contains 685 square miles. The Recorder of Deeds is an elected official who serves as a repository for public records relating to real estate, Uniform Commercial Code, marriage licenses, tax liens, servicemen’s discharges, and other miscellaneous documents. The service function of the office includes verification of documents presented for record, a cross-referencing retrieval system, and the permanent retention and preservation of records for public use.
- Approximately 20,000 images are scanned on a monthly basis. In addition, certain documents recorded prior to January 1, 2002 were imaged and are stored on microfilm. The images that have been scanned will need to be converted to 35mm microfilm rolls. The documents recorded from 1985 – 1995 that have been microfilmed will need to be converted to digital images.
- 2.1.2. **Introduction and Purpose** – The purpose of this bid is to obtain a contractor to provide Computer Output to Microfilm Services and possible storage of such records. The ultimate goal is to increase efficiency, improve customer service, preserve vital records from further damage, and effectively archive and manage the records inventory.

Included in bid is the Base Bid with two additional Options. The Base Bid is for ongoing conversion of multi-page tiff files to 35mm microfilm rolls. Option One is a one-time back conversion of 35mm microfilm converted to Group 4 multi-page tiff files. Option Two is storage of microfilm. The Base Bid and Options are described in greater detail herein. Bidders are invited to bid on the Base Bid and any number of the Options, or Options only. Boone County plans to award the Base Bid and both Options. Boone County may award to multiple bidders or an “all or none” award, whichever is in the best interest of Boone County.

- 2.2. **Contract Period** - The Term and Supply Contract period shall be from date of award through March 31, 2004, and may be automatically renewed for up to an additional four (4) one-year periods unless canceled by either party.
- 2.2.1. **Contract Extension** - The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of the fifth contract period expiration if it is deemed to be in the best interest of Boone County.
- 2.2.2. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County.
- 2.2.3. **Quantity** - All orders for Base Bid and Option Two will be placed by the Recorder of Deed’s office on an “as needed” basis. The service specified herein are estimates based on past usage and anticipated future requirements and as such, do not constitute a guarantee on the part of the County.
- 2.3. **DETAILED SPECIFICATIONS FOR CONVERTING COMPUTER OUTPUT TO MICROFILM – Service Contractor shall:**
- 2.3.1. Receive TIFF version 6 images (Tagged Image File Format – Group IV multi-page TIFF images on CD or electronically transferred) from CD written by the Boone County Recorder of Deeds and convert to human readable images on 35mm roll microfilm. The images will be indexed with image marks that are compatible with the Recorder of Deed’s imaging platform and automated 35mm microfilm retrieval units.
- 2.3.2. Have ability to receive CD or electronically submitted records.
- 2.3.3. Each roll of first-generation film (preservation master negative) shall be inspected frame by frame for visible defects and missing pages.
- 2.3.4. Quote on a cost-per-image basis with no additional charges.

- 2.3.5. Use equipment that is like or compatible to Kodak ImageGuard™ Processing Lab for the processing of the microfilm to archival standards as defined by AIIM/ANSI.
- 2.3.6. Accept images that were originally scanned between 100 and 600 dpi.
- 2.3.7. Scale the images to an image size on microfilm equivalent to that of a reduction ratio selective between 20:1 and 60:1.
- 2.3.8. Write images in sequential order on microfilm that will be consistent with today's book/page and roll/frame numbering scheme.
- 2.3.9. Write industry standard image marks (clips) using medium and small image marks to distinguish between the beginning and end of document sets.
- 2.3.10. Write a cover and/or trailer index page for audit and/or certification purposes as determined by the user.
- 2.3.11. The documents contained on a roll of microfilm will be determined by the Boone County Recorder of Deed's office.
- 2.3.12. Label the outside of the microfilm so that should a roll of film have to be retrieved, a user will have a clear understanding of the information contained on a specific roll (a "from/to listing" will be used).
- 2.3.13. Conduct and document appropriate resolution, density and Methelyne Blue tests at intervals sufficient to ensure microfilm products meet or exceed the requirements defined in Guidelines for Local Records Microfilming.
- 2.4. **DETAILED SPECIFICATIONS FOR STORAGE OF MICROFILM**
- 2.4.1. Provide secure microfilm storage in a free standing, concrete or masonry structure of Type 4 protected, non-combustible heavy resistant construction as specified by the Standard Building Code, SBCCI. Facility shall meet or exceed the recommendations of the State of Missouri Guidelines for Local Records Microfilming and shall be equipped with intrusion and fire alarms, monitored 24 hours by UL approved agencies.
- 2.4.2. Microfilm must be placed on peroxide-free plastic reels.
- 2.4.3. Microfilm must be placed in a non-corroding material such as acid-free box, or peroxide-free plastic container with no rubber bands around the microfilm
- 2.4.4. Provide computer indexing.
- 2.4.5. Provide requested copy within 24 hours of request.
- 2.4.6. Provide a written, quarterly index of record holdings.
- 2.4.7. Facility to be equipped with inert gas fire suppression equipment.
- 2.4.8. Fully climate controlled.
- 2.4.9. Entire security and fire protection system protected by uninterrupted power supply.
- 2.4.10. **All records will remain the sole property of Boone County Recorder of Deeds. Contractor shall never reproduce records for anyone without written consent from Boone County Recorder of Deeds.**
- 2.5. **CONTRACTOR RESPONSIBILITIES**
- 2.5.1. Contractor must treat all records in a confidential manner.
- 2.5.2. Contractor shall provide microfilming services in compliance with the State of Missouri records guidelines which are based on regulations of the American National Standards Institute (ANSI). For a complete copy of the State of Missouri Guidelines for Local Records Microfilming, bidders can call (573) 751-2798 for a free copy of this publication
- 2.5.3. Upon completion of project, Contractor must return all records to the Boone County Recorder of Deeds in the original condition and arrangement unless otherwise agreed upon.
- 2.5.4. Contractor shall re-film any product not meeting quality or standards at no additional cost to the County.
- 2.5.6. Contractor must provide a copy of any requested record within 24 hours notice by an authorized County representative.
- 2.5.7. **Sub-Contractors:** The Contractor shall not employ subcontractors without the advance written permission of the Boone County Recorder of Deeds. If Bidder proposes a multi-vendor or subcontracted approach, the responsibilities of each party and the assurances of performance offered shall clearly be identified.
- 2.5.8. Contractor must mark each roll as to original or duplicate, roll number and a brief description of the records contained. **Exhibit "B"** is an example of prior labeling utilized by the County. Contractor shall place each reel in individual "acid neutral" boxes. Labels must be typewritten or computer generated. Permanent microfilm labels shall never be handwritten.
- 2.5.9. Contractor shall allow inspection of process at the request of the Boone County Recorder of Deeds.

- 2.5.10. Contractor shall provide a final product that does not require any additional equipment (other than a reader or reader/printer) in order to use the film.
- 2.5.11. Contractor shall maintain the chronological order of all County records handled.
- 2.6. **BASE BID – Term and Supply contract for Converting Group 4 – Multi-page tiff files to 35mm microfilm rolls, submitted by County on CD or electronically to Contractor, from January 1, 2002 forward through current time.**
- 2.6.1. Group 4 – Multi-page tiff files are in book and page order or by file number.
- 2.6.2. Microfilm roll should contain blip marks indicating beginning of each document and page.
- 2.6.3. An index of all documents should be at the beginning of each microfilm roll.
- 2.6.4. Approximate total number of images to be converted to microfilm rolls from January 1, 2002 through September 25, 2002:

Department	Approximate # Images
Real Estate (1-1-02 to 12-31-02)	203,000
Marriage (1-1-02 to 12-31-02)	3480
Tax Liens (1-1-02 to 12-31-02)	2016
Oversized plats/surveys (1-1-02 to 12-31-02)	144

- 2.6.5. Annual estimate of images for each department:

Department	Approximate # Images Per Year
Real Estate	228,000
Marriage	3,280
Tax Liens	1,360
Oversized plats/surveys	220

- 2.6.6. Two Silver negative Halide 35 mm rolls will be required.
- 2.6.7. One Silver negative will be stored with the Contractor.
- 2.6.8. One Silver negative will be stored offsite from the Contractor in an archival structure.
- 2.6.9. 24” leader and trailer on microfilm rolls
- 2.6.10. Files will be sent quarterly for conversion or at intervals to be determined.
- 2.6.11. Certified results for Resolution must accompany each roll of first generation film. Resolution test results should be no less than 110 lines/m for Planetary camera.
- 2.6.12. Certified results for Density must accompany each roll of first and second generation film.
- 2.6.13. County will identify the pre-arranged order where the microfilm rolls will begin and end. (i.e. one (1) CD equals one (1) microfilm roll).
- 2.6.14. Certified results of residual thiosulfate concentration must accompany each roll of first and second generation film. The Methylene Blue Test specified in ANSI PH4.8-1985 is used to verify film quality.
- 2.6.15. Under no circumstances will microfilm have splices.
- 2.6.16. Sample of converted tiff image to microfilm roll must be provided upon request during the bid process.

2.7. **Option One – One time back conversion of microfilm to Group 4 – Multi-page tiff files based upon the following quantity:**

- 2.7.1. Approximate number of images on 35mm microfilm rolls to be converted to Group 4 – Multi-page tiff files:

Department	Approximate # Images
Real Estate (1990 – 1992)	197,000
Marriage (1985 – 1995)	36,000

- 2.7.2. Group 4 – Multi-page tiff files that have been converted from 35mm microfilm rolls shall be sent on CD or electronically to the designated County representative.

2.8. **Option Two – Term and Supply contract for the Storage of Microfilm.**

- 2.8.1. Provide permanent archival storage of all microfilm rolls and aperture cards (1774 microfilm rolls).
- 2.8.2. Permanent archival storage of microfilm rolls from January 1, 2002 through current time and thereafter if contract is renewed.
- 2.8.3. Describe schedule of monitoring film stability on *Response Form*, item #7..

- 2.8.4. Must meet ARMA standards.
- 2.8.5. Describe access policy for retrieval of microfilm rolls or aperture cards on *Response Form*, item #8..
- 2.8.6. If permanent archival storage is contracted, bidder must describe provider information as well as data regarding policies, rules, and standards for storage on *Response Form*, item #9.
- 2.8.7. Provide the capability to produce a high quality copy from microfilm for any necessary replacement pages in the Recorder of Deed's books.
- 2.8.8. Provide duplicate diazo copies of microfilm rolls upon request by the County.

- 2.9. **Samples:** Boone County reserves the right to request samples after bids are opened and before the award is made. Boone County will provide data electronically and the Bidder shall convert to microfilm and return to County for inspection. When samples are called for, they must be furnished free of expense and will not be returned by Boone County.
- 2.10. **Contractor Qualifications and Experience:** The Contractor to whom a Computer Output to Microfilm Services contract is awarded must provide evidence that they have past experience in the type of work as outlined in the attached specifications for a minimum of three years. See Exhibit A.
- 2.11. **Invoices:** Invoices should be submitted to Boone County Recorder of Deeds for payment which will be made 30 days after receipt of a correct and valid invoice. The billing address is Boone County Recorder of Deeds, 801 East Walnut, Room 132, Columbia, MO 65201.
- 2.11.1. Vendor invoices, packing slips and delivery tickets must contain the County contract number.
- 2.12. **Warranty:** The Contractor warrants that the work including equipment and materials provided shall conform to professional standards of care and practice in effect at the time the work is performed, be of the highest quality, and be free from all faults, defects or errors. Whenever required by the specifications of the Request for Bid, the Contractor warrants that all equipment and materials provided shall be new. If the Contractor is notified in writing of a fault, deficiency or error in the work provided within one (1) year from completion of the work, the Contractor shall, at the County's option, either reperform such portions of the work to correct such fault, defect or error, at no additional cost to the county, or refund to the County, the charge paid by the County, which is attributable to such portions of the faulty, defective or erroneous work, including the costs for reperformance of the work provided by other Contractors.
- 2.13. **Correction of Work:** The Contractor shall promptly correct all work rejected by the County as faulty, defective, or failing to conform to these Bid specifications whether observed before or after substantial completion of the work, and whether or not fabricated, installed or completed. The Contractor shall bear all costs of correcting such rejected work.
- 2.14. **Contractor's Insurance:**
- 2.14.1. **Insurance Requirements** - The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the County has approved such insurance. All policies shall be in amounts, form and companies satisfactory to the County.
- 2.14.2. The Contractor shall purchase and maintain in force, at its' own expense, property insurance covering any loss or damage of the county owned records.
- 2.14.3. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, Employee's Liability and Worker's Compensation Insurance for all of their employees employed at the site of work. In case any class of employees engaged in hazardous work under this contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide Employee's Liability Insurance for the protections of their employees not otherwise protected.
- 2.14.4. **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
- 2.14.5. **Owner's Contingent or Protective Liability and Property Damage** - The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in

fulfilling the terms of this contract during the life of the Contract. It is preferred that this policy includes a provision for **damage, recovery, and cost of effort to replace damaged records**. The minimum amounts of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Should any work be subcontracted, these limits will also apply.

- 2.14.6. **Insurance Certifications** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.
- 2.15. **INDEMNITY AGREEMENT** – To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- 2.16. **Bid Clarification** - Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Melinda Bobbitt, CPPB, Director of Purchasing, 601 E. Walnut, Room 208, Columbia, Missouri 65201. Phone: (573) 886-4391; Fax: (573) 886-4390; or Email: mbobbitt@boonecountymmo.org
- 2.17. **Designee** – Bettie Johnson, Boone County Recorder of Deeds, 801 E. Walnut, Room 132, Columbia, MO 65201.
- 2.18. **Pricing** – Contract will be awarded on a firm price for the initial period ending on December 31, 2003. Prices are subject to adjustment thereafter, effective on the renewal date and must remain firm through the end of the renewal period.
- 2.19. **Price Increase:** It shall be the responsibility of the Contractor to notify the County sixty (60) days prior to the end of the current contract period of any pending price increase which will take effect at the beginning of the ensuing renewal period.
- 2.20. **Award** – Prices must be shown for each item listed. Bids submitted without individual item prices may be considered as non-responsive and rejected.

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
 - 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, **the proposal number and the due date and time.**
 - 3.2.2. **Advice of Award** - If you wish to be advised of the outcome of this Bid, enclose with your Response a self-addressed stamped return envelope (size 10, first-class one-ounce postage) for our use in mailing a copy of the summary recap of the award. Notification will be by mail only, except to awarded Bidder.
 - 3.2.3. If you have obtained this bid document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office or web page prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this bid.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
 - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
 - 3.4.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
 - 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
 - 3.5.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

4. Response Form – Submit three (3) complete copies of your Response in a single sealed envelope, clearly marked on the outside, left corner with your company name and return address, the proposal number and the due date and time.

4.1. Company Name:

4.2. Address:

4.3. City/Zip:

4.4. Phone Number:

4.5. Fax Number:

4.6. Federal Tax ID:

- 4.6.1. () Corporation
() Partnership - Name
() Individual/Proprietorship - Individual Name
() Other (Specify)

4.7. Computer Output to Microfilm Services and Storage: The Bidder, having examined carefully the terms and conditions herein, proposes to furnish all labor, materials, equipment and other items, facilities and services, without exception for the proper execution and completion of the contract, and if awarded the contract, to complete the said work within time limits as specified for the following bid prices:

Table with 3 columns: ITEM, DESCRIPTION, UNIT PRICE. Rows include BASE BID items 1-4, Option One item 5, Option Two items 6-8.

9. If permanent archival storage is sub-contracted, bidder must describe provider information as well as data regarding policies, rules, and standards for storage:

10. Describe format needed for images to be sent electronically:

4.11. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

Authorized Representative (Sign By Hand):

Type or Print Signed Name:

Today's Date: _____

4.12. Maximum % Increase 2nd Contract Period: _____%

Maximum % Increase 3rd Contract Period: _____%

Maximum % Increase 4th Contract Period: _____%

Maximum % Increase 5th Contract Period: _____%

4.13. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri? _____ Yes _____ No



Boone County Purchasing

601 E. Walnut, Room 208
Columbia, MO 65201

Melinda Bobbitt, Director

Phone: (573) 886- 4391 – Fax: (573) 886-4390

Standard Terms and Conditions

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item by item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine will be accepted.
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.

EXHIBIT A

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

2. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

3. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

Exhibit B

Microfilm Labels

The following is an example of the labels to be placed on the microfilm rolls:

Label for Real Estate as follows:

**Bettie Johnson, Boone County Recorder of Deeds,
801 E. Walnut, Room 132, Columbia, MO 65201
573-886-4345**

Real Estate

Book 1900 through 1955

Microfilm Roll # _____

Film type: SILVER ORG. or DUPL. OR DIAZO

Label for Marriage as follows:

**Bettie Johnson, Boone County Recorder of Deeds,
801 E. Walnut, Room 132, Columbia, MO 65201
573-886-4345**

Marriage

Filing Number 20010001 through 20011100

Microfilm Roll # _____

Film type: SILVER ORG. or DUPL. OR DIAZO

Label for Tax Liens as follows:

**Bettie Johnson, Boone County Recorder of Deeds,
801 E. Walnut, Room 132, Columbia, MO 65201
573-886-4345**

Tax Liens

Filing Number 20010001 through 20010500

Microfilm Roll # _____

Film type: SILVER ORG. or DUPL. OR DIAZO

Label for Plats/Surveys as follows:

**Bettie Johnson, Boone County Recorder of Deeds,
801 E. Walnut, Room 132, Columbia, MO 65201
573-886-4345**

Plats/Surveys

Book 1950 through 1965
Microfilm Roll # _____

Film type: SILVER ORG. or DUPL. OR DIAZO



“No Bid” Response Form

Boone County Purchasing
601 E. Walnut, Room 208
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director
(573) 886-4391 – Fax: (573) 886-4390

“NO BID RESPONSE FORM”

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID**

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

Bid: 17-18MAR03 - Computer Output to Microfilm Services Term and Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____